



*A Community of Excellence*

## Town Of Gilbert Film/Photography Permit Information Sheet

Welcome to the Town of Gilbert Parks and Recreation Department! Thank you for your interest in the Town of Gilbert as a possible filming location. These guidelines outline the considerations the Town applies to filming requests and sets out the procedures for making such requests. This process applies to all requests to undertake filming in any basin, park, riparian or recreation facility of the Town of Gilbert. For convenience, the word “filming” as used in these guidelines includes, but is not limited to, motion pictures, filming, videotape, still photography, voice and digital imaging.

**Film Permit Required:** A Film Permit is required for motion picture, or television production or commercial materials of any kind that include the use of any public park, riparian or recreation facility owned by the Town, or which the Town has the right of control. A Film Permit is not required for filming or videotaping of persons, scenes, occurrences or events that are done for news gathering purposes in the general public interest, for use in criminal investigations by law enforcement agencies, or for use in any judicial proceedings.

### **Process Overview:**

- Contact the Parks and Recreation Department with any questions : 480-503-6200, Business Hours are Monday – Thursday, 7:00 AM to 6:00 PM
- Submit a completed Film/Photography Permit Application to the Parks and Recreation Department within 30 days of filming date (exceptions on a case by case basis).
- Submit a Certificate of Commercial General Liability Insurance in the amount of \$1 million each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million aggregate is required. The Town of Gilbert shall be named as additional insured on the Certificate of Insurance. Address information should read: Town of Gilbert, 90 E. Civic Center Drive, Gilbert, AZ 85296.
- Submit fee payment: \$200.00 (full day) \$100.00 (half day) Over 12 hours is charged at \$25.00 per hour for each additional hour.
- Refunds will be issued if cancelled 14 days prior to permit date.

### **Other Requirements:**

- Public property shall at all times be made accessible to emergency personnel.
- The permit holder shall be responsible for restoring any area used pursuant to a permit to the same condition it was in prior to use by the permit holder. Vehicles must remain in the parking area, no driving on the sidewalks or turf.
- Costs incurred for the use of Town equipment or any assignment of Town employees, including Police and Fire personnel must be reimbursed to the Town by the permit holder.
- The permit holder shall confine activities to the locations and time schedule approved by the Town.
- Intentions regarding town identification. Town identification includes exterior shots showing town’s name logo or identifiable symbols associated with the town and cannot be used without approval from the Parks and Recreation Department.

- Producer/Director and/or permit holder agrees not to film any minor (under 18) within the Town without prior written authorization from the minors' guardians.
- Filming, photographing, and/or recording shall be limited to the purposes set forth in the proposal submitted by the Producer/Director and/or permit holder to the Town. Should Producer/Director and/or permit holder wish to exhibit for another purpose, license, assign or exploit such films, photographs, or records, Producer/Director and/or permit holder must obtain prior permission from the Town.

**Please direct all requests, correspondence, and questions to:**

Gilbert Parks and Recreation  
90 E Civic Center Drive  
Gilbert AZ 85296  
Phone: 480-503-6200  
Fax: 480-503-6204

Business Hours:  
Monday – Thursday  
7:00 AM – 6:00 PM



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## Film/Photography Permit Application

**Fees: Full Day - \$200.00 Half Day - \$100.00**  
(Over 12 hours, additional \$25.00 per hour)

Production Title: \_\_\_\_\_

Type of Film Event: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_ Location Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Filming Dates/Times: Setup \_\_\_\_\_ Filming \_\_\_\_\_ Take Down \_\_\_\_\_

Complete description of the location or place where filming will occur, including address, if applicable: \_\_\_\_\_  
\_\_\_\_\_

Provide a brief description of your project: \_\_\_\_\_  
\_\_\_\_\_

Number of persons to be involved and description of what they will do: \_\_\_\_\_  
\_\_\_\_\_

Describe the amount and type of equipment to be used in the activity and location of the equipment: \_\_\_\_\_  
\_\_\_\_\_

Describe the number and types of vehicles to be used in the proposed activity and a description of any vehicle movement or use, (no vehicles are allowed on sidewalks or on the turf): \_\_\_\_\_  
\_\_\_\_\_

I agree by obtaining this permit to defend, indemnify and hold harmless the Town from any and all losses, costs, damages and expenses on account of activity of the licensee on the public property which is the subject of the permit.

I hereby certify that the statements made herein have been examined by me and are, to the best of my knowledge, true and complete.

Print Name

Signature

Date